

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

<u>CLASSIFICATION TITLE</u>	<u>DISTRICT/DIVISION/OFFICE</u>	
Transportation Engineering Technician	District 2/Maintenance & Operations/Traffic Management	
<u>WORKING TITLE</u>	<u>POSITION NUMBER</u>	<u>EFFECTIVE</u>
Transportation Engineering Technician	902-367-3175-XXX	04/12/2011

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general supervision of a Senior Transportation Engineer, the incumbent performs the following duties: has charge of the Lane Closure System (LCS); maintains the District's Route Conflict Spreadsheet; assists in preparing Traffic Management Plans; tracks, routes, and files Traffic Management Plan (TMP) and Traffic Index (TI) requests; has charge of all purchasing and ordering for the Traffic Management Office; and provides backup dispatching in the District Communication Center. Incumbent must possess a valid Class C California driver's license and will be subject to a background investigation due to utilization of CHP CAD information. Obtaining certification as a hazardous materials first responder through annual Caltrans training is desirable. Dispatch duties may require work outside of regularly scheduled hours.

TYPICAL DUTIES:

50% (E) Has charge of the District's LCS. Duties include reviewing all lane closure requests from construction, maintenance, and other personnel submitted through LCS for compliance with the provisions of the TMP, including the District Blanket TMP, and for conflicts with other projects. Interact with staff requesting lane closures as necessary to clarify requests and resolve closure conflicts. Locate and Review census information in the requested lane closure area utilizing the Caltrans Performance Measurement System (PeMS), the Transportation System Network (TSN) database, and other local government data as appropriate. Elevate requests not in compliance with the TMP or in conflict to the District Traffic Manager. Process and approve requests. Produce and distribute the weekly LCS Report which summarizes all lane closure requests for the district. Assist and train construction, maintenance, and other personnel with inputting requests in LCS as needed, as well as administer the LCS accounts for all District 2 users.

20% (E) Assists in the preparation of TMPs. Duties include gathering and printing information from the Census Loop Database, the Intelligent Transportation Systems (ITS) database, and the route conflicts database to be included with incoming TMP requests. Duties also include gathering traffic

count data from PeMS, exporting data to a Microsoft Excel spreadsheet, and properly formatting the data. Duties include occasionally attending Project Development Team (PDT) meetings and interacting with PDT members.

10% (E) Coordinate all requests from other functional units with traffic management staff for TMPs and Traffic Index (TI). Duties include receiving requests for TMPs and TIs, logging the requests, updating the District Route Conflict spreadsheet, retrieving applicable printed and electronic files, routing requests to the appropriate staff, and tracking the progress of the requests. Duties also include compiling the completed TMPs and TIs, distributing them to appropriate staff, ensuring electronic and paper files are properly completed and filed.

10% (E) Perform all ordering for the Traffic Management Office. Duties will include properly documenting and completing all purchasing forms for items requested by traffic management staff and approved by the supervisor. Duties will also including ordering and purchasing items utilizing the appropriate purchasing process, including possible service contracts, CalCard purchases, and other purchase orders. Duties include following all policies and procedures related to ordering, purchasing, and receiving, as well as maintaining proper documentation.

10% (M) Assists in District Communication Center as a backup dispatcher. Transmit and receive messages from field personnel, other local and State agencies. Topics of messages include, but are not limited to: lane closure information, chain control requirements, hazardous materials spills, answering requests for assistance, request for ambulances, disabled vehicles, traffic accidents, and natural disasters. Keep the District Traffic Manager, Duty Officer, the District Traffic Management Center (TMC) and Headquarters informed of any condition that restricts the normal flow of traffic on a state highway. Maintain accurate road condition information on the Caltrans Highway Information Network (CHIN) system, the Districts internet chain control map and the LCS database. Operate a personal computer as required. Maintain electronic records of highway conditions and a log of messages sent and received utilizing a computer aided dispatching system (TMCAL). Provide reports on highway conditions to District Office personnel, Headquarters and the general public. Perform general clerical duties such as typing, distributing documents, answering telephones, taking messages, filing and processing reports. Transmit and receive highway condition information to/from Headquarters, CHP Dispatch Centers and other Districts utilizing fax machines, e-mail and the CHP CAD (computer aided dispatch, receive only) regarding closures, one-way traffic controls and critical incidents. Most dispatching duties will be during normal working hours, but may occasionally require working outside normal working hours.

SUPERVISION EXERCISED OVER OTHERS:

There are no supervisory duties for this position.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Knowledge of:

- Principles and practices of traffic engineering and the dynamics of moving vehicles.
- Engineering and highway design principles including interpretation of plans and specifications.

- Computers and their use, including Microsoft Word, Access, Excel, and other Windows, DOS, and mainframe based programs.
- Engineering mathematics.
- The Department's safety and health policies and procedures, including the California Code of Regulations, Title 8 Industrial Regulations, Safety Orders, Code of Safe Practices, and the Safety Manual.
- Caltrans Injury and Illness Prevention Program.
- Methods and equipment used in construction and maintenance of transportation facilities.
- Traffic control systems and their application to construction and maintenance work areas.
- Computer aided drafting and design.
- Proper operation of a 2-way radio system and communication procedures, practices, and radio transmission codes.
- Geography of the District, including location of main highways, counties, and principal cities.
- District programs, functional organization, and district call-out lists.

Ability to:

- Follow directions and work independently, and make decisions with little direct supervision.
- Effectively communicate, both verbally and in writing, with other Caltrans functional offices, local agencies, and the general public.
- Read and understand difficult and complex highway plans, specifications, drawings, and field data.
- Identify and evaluate the many complex factors that contribute to event-related traffic congestion and traffic flow characteristics.
- Prepare and edit technical documents, reports, and correspondence. Excellent writing skills required.
- Perform engineering calculations.
- Correlate plans, designs, drawings, specifications, and other data with physical conditions.
- Inspect construction work and determine if it meets specification requirements for traffic handling and public safety.
- Establish and maintain friendly and cooperative relations with those contacted in the course of daily work.
- Must be able to articulate program policies and goals to management, staff, and the public. Could be required to advise management of program status, issues, and needs. Must possess sound techniques for handling sensitive issues.
- Manage time efficiently and be well-organized.
- Demonstrate commitment to continuous improvement.
- Operate personal computers and software, possess modern office skills. Operate and monitor a multitude of frequencies and a variety of technical communication systems and equipment.
- Deal with emergency and sensitive situations in a calm and professional manner. Work under pressure and maintain composure; follow instructions precisely; listen and translate what is heard into the appropriate action.
- Evaluate situations and take effective action based upon an accurate understanding of Departmental policies, procedures, and the roles and responsibilities within the Traffic Office.
- Perform several functions simultaneously; hear in the presence of significant background noise; extract critical information from incoming calls; recall a variety of situations and retain information.

A Class C California Driver's License is required. Certification as a hazardous materials first responder is desirable and can be obtained through a Caltrans training class. In addition, because the Caltrans Communication Center has access to CHP CAD terminals, existing law requires that a thorough background investigation shall be conducted. The background investigation shall include a check of the Department of Motor Vehicles' records and a search of local, State, and national criminal history files to disclose any criminal record. Persons unsuccessful in the investigation cannot be appointed to this position.

CONSEQUENCES OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment, analysis, actions, conduct, directions, and decisions could result in the following: inefficient use of resources; adverse affects to the form, function, and safety of highway facilities; less than optimum highway safety for the traveling public; substantial costs and/or time delays to both the traveling public and to the progress of construction projects; loss of individual and departmental credibility; poor employee moral; and inability of Caltrans to deliver its work program on schedule.

While performing dispatch duties, errors could have results varying from increased travel delay to potentially hazardous traffic conditions or life threatening situations in obtaining aid for injured persons.

PUBLIC AND INTERNAL CONTACTS:

This position will require extensive contact within the District and North Region, including Design, Environmental, Office Engineer, Program Management, Right of Way, Advanced Planning, Construction, Permits, Public Information Officer, and Maintenance. Contact with Headquarters Traffic will also be required on a regular basis.

Contact will occasionally be required with local government, city, county, private engineering consultants, other State agencies, and the general public. The employee will occasionally contact industry representatives to transmit or obtain relevant engineering information.

While performing dispatch duties, communication with a variety of internal contacts will be frequent and regular. The incumbent will also be required to communicate regularly and with other governmental agencies, particularly the California Highway Patrol, and the general public.

WORK ENVIRONMENT:

Incumbent will work primarily in a climate-controlled office under artificial lighting. Incumbent will be required to traverse office complexes, parking lots, equipment repair shops, highways, sidewalks, roadside cut and fill slopes, and drainage facilities. Incumbent will be required to travel and work outdoors on occasion and will be exposed to dirt, chemicals, noise, uneven surfaces, extreme heat, extreme wet conditions and extreme cold.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Incumbent will be required to use personal computers and telephones for long periods of time. Daily physical activities will include lifting and moving project files of up to 20 pounds and sitting for long periods of time. Infrequent physical activities include walking on uneven ground, bending and stooping, and driving for long periods. Incumbent may be required to travel in state, but the travel is not frequent.

Incumbent will be required to sustain mental activity needed for report writing, problem solving, researching, analysis and reasoning, and participating in meetings. While performing dispatch duties, the incumbent must be able to think quickly in emergency situations, read maps and charts quickly and accurately, and remain calm under pressure.

Incumbent will be required to develop and maintain cooperative working relationships, respond appropriately to difficult situations, recognize emotionally charged issues or problems, and display empathy to others.

Employee must have the ability to refrain from insubordination, follow supervisor's instructions, "get along" with supervisors and co-workers, avoid violent behavior, understand and follow Caltrans policies, and avoid disruptive or harassing behavior.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed with and provided a copy of this duty statement to the employee names above.

SUPERVISOR

DATE